

REQUEST FOR INTERNET ACCESS

(Youth Services Policy No. A.5.6)

INSTRUCTIONS: This request is to be approved by the Unit Head and either mailed or faxed (225-287-7875) to the Office of Juvenile Justice, IT Director. **PLEASE TYPE OR PRINT.**

Name of Employee Requesting Access:

Unit or Office:

Detailed Justification:

Type of Access:

Type of Access (must check one):

Very Restrictive ☐

Less Restrictive ☐

By my signature below, I certify that the employee named above requires the Internet access requested herein in the performance of official work, and that the employee has read and agrees to comply with the provisions of Youth Services Policy No. A.5.6.

Approved by: _____ Date: _____